

## SAMPLE NOTICE OF MANUAL FILING

**Instructions:** Where noted, counsel should insert the names of the plaintiff(s) and defendant(s), the name of the party filing the Notice, the appropriate case number and the title of the document. The appropriate box should be checked identifying the reason why the document is being filed in paper. All documents filed in paper pursuant to a Notice of Manual Filing must be accompanied by a computer disk containing a PDF version of the document being filed unless the document falls within the excepted documents list contained in these policies and procedures.

Plaintiff <b>[insert name here]</b>	)	Case No. <b>[insert case number and initials of</b>
	)	<b>presiding judge here]</b>
v.	)	
	)	
Defendant <b>[insert name here]</b>	)	<b>Notice of Manual Filing</b>

Please take notice that **[insert Name of Party]** has manually filed the **[insert Title of Document or Thing]**.

This document (or thing) **[please note which option applies and delete the other option]** has not been filed electronically because: **[mark all that apply]**

- ☐ the document (or thing) cannot be converted to an electronic format
- ☐ the electronic file size of the document exceeds 1.5 mb
- ☐ The document (or thing) is filed under seal pursuant to Local Rule of Civil Procedure 5(d) or Local Rule of Criminal Procedure 57(b) or is filed ex parte pursuant to court order, statute or regulation allowing ex parte submissions [e.g. Criminal Justice Act Vouchers submitted pursuant to 18 U.S.C. § 3006A]

[NOTE: DISK CONTAINING PDF VERSION OF SEALED OR EX PARTE DOCUMENT IS REQUIRED UNLESS DOCUMENT CANNOT BE CONVERTED TO PDF FORMAT, DOCUMENT IS LARGER THAN 1.5MB OR PARTY HAS BEEN EXCUSED FROM SUBMITTING DOCUMENT IN PDF FORMAT.]

- ☐ Plaintiff/Defendant is excused from electronically filing this document (or thing) by court order.

The document (or thing) **[delete “document” or “thing” depending on which does not apply to this filing]** has been manually served on all parties.

Respectfully submitted,

**/s/ [Name of Password Registrant]**

Name of Password Registrant [attorney's federal bar  
number]

Address

City, State, Zip Code

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